

## PERSONNEL OUT-PROCESSING

Employee's Name: \_\_\_\_\_ Office: \_\_\_\_\_  
Title/Series/Grade: \_\_\_\_\_ Date of Departure: \_\_\_\_\_

**PURPOSE:** To provide supervisors with a consistent outline for Out-Processing of departing employees. A copy of the completed Out-Processing Form will be maintained in the employee's NRHQ personnel file in the Human Resource Office.

New Assignment (forwarding address and e-mail, if known)

Exit briefing with ACA NR Director

Clearance is required through the following Offices

### **RSO (Management & Program Analyst)**

- ☐ Security Debriefing
- ☐ Key Turn-In
- ☐ Government Travel Card Reconciliation (cancel or transfer to new duty assignment)

### **BSD (IT Support)**

- ☐ Remove from Fort Monroe Domain
- ☐ Remove from Fort Monroe E-mail Domain
- ☐ Remove from Fort Monroe/TRADOC locator system
- ☐ IT hardware/software inventory (w/ Property Book Officer)

### **HR**

- ☐ Check award recognition status
- ☐ Check evaluation or letter of input to gaining activity
- ☐ Provide personnel file to employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

### **DATA REQUIRED BY PRIVACY ACT OF 1974**

1. **AUTHORITY.** 5 USC, Sec 301; and 10 USC, Sec 3012G.
2. **PRINCIPAL PURPOSE(S).** Maintained for ready reference in accomplishing official administrative requirements for assigned personnel.
3. **ROUTINE USES.** This information is used by office clerical personnel in completing official forms, rosters, emergency notification, verifications, etc., pertaining to individual concerned.
4. **MANDATORY VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Voluntary, however, failure to provide information will hinder timely completion of official job-related requirements.